



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8516759
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 22-02-0249 / PROCUREMENT OF ONE (1) LOT SUPPLY, DELIVERY, POSITIONING, INSTALLATION, CONFIGURATION AND TESTING OF BASIC PRINTERS AND MULTI-FUNCTION PRINTERS
Area of Delivery Metro Manila

Solicitation Number: 22-02-0249	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Printing Supplies	Date Published	11/03/2022
Approved Budget for the Contract: PHP 860,093.26	Last Updated / Time	10/03/2022 18:25 PM
Delivery Period: 30 Day/s	Closing Date / Time	14/03/2022 17:00 PM
Client Agency:		
Contact Person: Rheajane Chu Saavedra Presidential Staff Officer II Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel Malacañang, Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 pmas@op-proper.gov.ph		

Description

A) REQUEST FOR QUOTATION

1. 1 lot Supply, Delivery, Positioning, Installation, Configuration and Testing of Basic Printers and Multi-Function Printers

1. Basic Monochrome Laser Printer

Specifications:

Print Technology: Laser
 Print Speed Black: Normal: Up to 22ppm
 Print Resolution: Up to 600x600
 Monthly Duty Cycle: Up to 10,000 pages
 Number of print cartridges: 1 Black
 Input Capacity: Up to 150 sheets
 Output Capacity: Up to 100 sheets
 Media Sizes: A4; A5; A6; B5; postcards; envelopes (C5, DL, B5)
 Letter; Legal; Executive; postcards; envelopes (#10, Monarch)
 Connectivity: 1 Hi-Speed USB 2.0; USB Printing

Consumables

Black Toner Cartridge (1,000 pages)

2. Mid-Level Colour Multi-Function Printer (Copy, Print, Scan, Fax)

Specifications:

Functions: Scan, Copy, Fax, Automatic 2-sided Colour Print with Network Connectivity
 Technology: Laser
 Print Resolution: 600x600 dpi, 2,400 dpi (600x2,400) quality
 Print Features: Automatic 2-sided Printing
 Copy and print speed (A4): 24 pages per minute
 Copy Resolution: 600x600 dpi
 Scan Speed: 27/21 ipm (A4); 29/22 ipm (Letter)
 Scan To Functions: FTP, File, OCR, Email, Network

Fax Function Modem Speed: 33,600bps (Fax)

Paper Input Tray: 250 sheets; ADF: 50 sheets

Media Sizes: A4, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Letter

Interface: Hi-Speed 2.0, 10Base-T/100Base-TX

OS Compatibility: Windows, Macintosh, Linux

Consumables:

Black Toner Cartridge (1,400 pages)
Cyan Toner Cartridge (1,300 pages)
Magenta Toner Cartridge (1,300 pages)
Yellow Toner Cartridge (1,300 pages)

3. High Volume Mono Multi-Function Printer (Copy, Print, Scan, Fax and Wireless Connectivity)

Specifications:

Functions: Automatic 2-sided Print, Scan, Copy, Fax and Wireless Connectivity

Technology: Laser

Print Resolution: Up to 1200,1200 dpi

Copy & print speed (A4): Up to 40/42 ppm

2-sided Feature: Automatic 2-sided Print, Scan, Copy and Fax

Copy Reduction/Enlargement Ratio: 25%-400% in 1% increment

Copy Resolution: Up to 1,200x600 dpi

Scan Speed: 28/20 image per minute

Scan Resolution (Optical/Enhanced): Up to 1,200 x 1,200 dpi/ Up to 19,200 x 19,200 dpi

Scan To Functions: FTP, SFTP, OCR, Email, Network, USB

Paper Input Tray: 250 sheets; ADF: 70 sheets

Multi Purpose Tray/Manual Slot: 50 sheets

Media Sizes: A4, A5, A5 (Long Edge), A6, Executive, Legal, Folio Letter

Paper Input Tray: 250 sheets; ADF: 70 sheets

Multi Purpose Tray/Manual Slot: 50 sheets

Media Sizes: A4, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Letter

Interface: Built-in Wireless 802.11b/g/n, Wi-Fi Direct, Built-in Gigabit

Ethernet 10Base-T / 100Base-TX/1000 Base-T, Hi-Speed 2.0

OS Compatibility: Windows, Macintosh, Linux

Consumables:

Black Toner (3,000 pages)

Warranty:

One (1) Year on Parts and Services

Delivery Period:

Within 30 days from date of NTP/PO

Price quoted is in the Philippine Peso and inclusive of VAT

Delivery Period: Within 30 calendar days from date of Notice to Proceed / Purchase Order

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
Head, Procurement Management Service
Office of the President
M-123 Mabini Hall, J.P. Laurel St.,
Malacañan Complex,
San Miguel, Manila

Tel Numbers: (02) 8249-8310 local 8238 or 8297

Email Address:

pmas@malacanang.gov.ph

pmas@op-proper.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit
3. TIN

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.
- Please specify brand

NOTE: Please use the RFQ template provided by the Office of the President.

In case you submit your own template and there is conflict between the two (2) the OP RFQ template shall prevail.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: Assets Management Office (AMO) Building, 227 San Rafael Street, Malacañang, San Miguel, Manila
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any

Created by Rheajane Chu Saavedra

Date Created 10/03/2022

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